

27 SEPTEMBER 1993



Personnel

PERSONAL AFFAIRS

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(Lt Col Ronald J. Popola)

Certified by: HQ USAF/DP
(Brig Gen Charles T. Robertson, Jr.)

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1. To accomplish its mission, the Air Force must ensure its people have their personal lives in order and are ready to perform the duties for which they have been trained. This directive establishes the following policies to help Air Force personnel take care of some of their personal needs.
2. The Air Force will ensure all military members are periodically advised throughout their careers of the rights and benefits they and their dependents enjoy. Military members are entitled to individual counseling when required and will be advised what base agencies can provide specific advice and assistance. All members will be advised of the importance of keeping and safeguarding military and personal documents.
 - 2.1. The Air Force will provide the means to allow members to make appropriate personal affairs arrangements to provide for their family needs in the event of deployment.
3. Air Force members will be issued identification tags. They are expected to have them in their possession.
4. The Air Force will counsel members stationed overseas on the restrictions of the US immigration laws when marrying citizens of other countries. Also, the Air Force will advise its members of the US immigration requirements for alien spouses, fiances or fiancées, children, stepchildren, or adopted children.
5. Each member of the Air Force has a right and a responsibility to vote. The Air Force, therefore, will provide, under the Federal Voting Assistance Act of 1955 and the Overseas Citizens Voting Act of 1975, voting information and the means to vote absentee to members of the Air Force and their dependents.
6. All members desiring to participate in the Air Force Savings Bond Program will have access through the Air Force Payroll Savings Plan.

7. Air Force personnel will be given the opportunity and are encouraged to support Air Force recognized charities and humanitarian organizations.
8. The Air Force Aid Society (AFAS) is the official charity of the Air Force. It is chartered to help Air Force members and their families in financial distress and to provide financial alternatives for those pursuing an education.
9. The American Red Cross is an organization officially recognized by the Air Force as providing significant support to Air Force activities, having an effect on the health, welfare, recreation, and morale of Air Force personnel and their families.
10. The Air Force will ensure Air Force retirees have the opportunity to maintain contact with and assist their fellow retirees, retiree's families, and members of the active Air Force; and to keep members of the retiree community informed on their entitlements and key issues affecting them.
11. For the purpose of naming Air Force facilities, installations, streets, and buildings, the Air Force will have a memorial program to provide lasting honor to living or deceased Air Force military personnel, Department of the Air Force civilians, and individuals from the private sector with records of outstanding and honorable service.
12. This directive establishes the following responsibilities and authorities:
 - 12.1. HQ US Air Force oversees policies for and advocates the Air Force's Personal Affairs Program. It interfaces with the Office of the Secretary of Defense for developing Department of Defense (DoD) policies and legislative initiatives.
 - 12.2. Headquarters US Air Force (HQ USAF) is responsible for policy oversight and advocacy of the Air Force's Personal Affairs Program and for interface with the Office of the Secretary of Defense staff concerning development of the Department of Defense (DoD) policy and legislative initiatives. The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations and Environment (SAF/MI) discharges this responsibility for the Secretary of the Air Force.
 - 12.3. The Deputy Chief of Staff, Personnel (HQ USAF/DP) develops, coordinates, and executes personnel policies and essential procedural guidance for managing the Personal Affairs Program.
 - 12.4. The Air Force Military Personnel Center (AFMPC) manages the day-to-day operation of the Personal Affairs Programs.
 - 12.5. Commanders ensure compliance with these policies.
 - 12.6. Each member of the Air Force is responsible for taking actions to protect their family needs in the event of deployment. For further information, members should contact their local personnel or legal office for preparation or execution of personal affairs matters.
13. See **Attachment 1** for measures used to assess compliance with this policy.

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14. See **Attachment 2** for governing documents and interfacing references.

BILLY J. BOLES, Lt General, USAF
DCS/Personnel

Attachment 1**MEASURING COMPLIANCE WITH POLICY**

A1.1. Savings Bonds Program. The number of active duty personnel participating in the Air Force Savings Bonds Program will be captured through the data in IRCN 0215-TD-SA, *US Savings Bonds Report*. The chart (**Figure A1.1.**) will track the percent of active duty members purchasing bonds (annually) through the payroll allotment plan and compare it to the previous purchases in baseline year FY92 to determine trends.

A1.2. Air Force Aid Society (AFAS). The number of Air Force members receiving emergency relief from the AFAS will be assessed on a calendar year basis through a review of the *AFAS Annual Report*. See **Figure A1.2.**

A1.3. Voting. The Federal Voting Assistance Program is mandated by law (Title 42, United States Code, *Public Health and Welfare*, 1973) and DoD Directive 1000.4, *Federal Voting Assistance Program*, November 25, 1980, to measure voter participation on a biennial basis. Therefore, the number of personnel attempting to vote absentee or in person will be assessed through DD-DA(AR)1918, *The Federal Voting Assistance Program After-Action Report*. See **Figure A1.3.**

Figure A1.1. Sample Metric of USAF Savings Bonds Program.

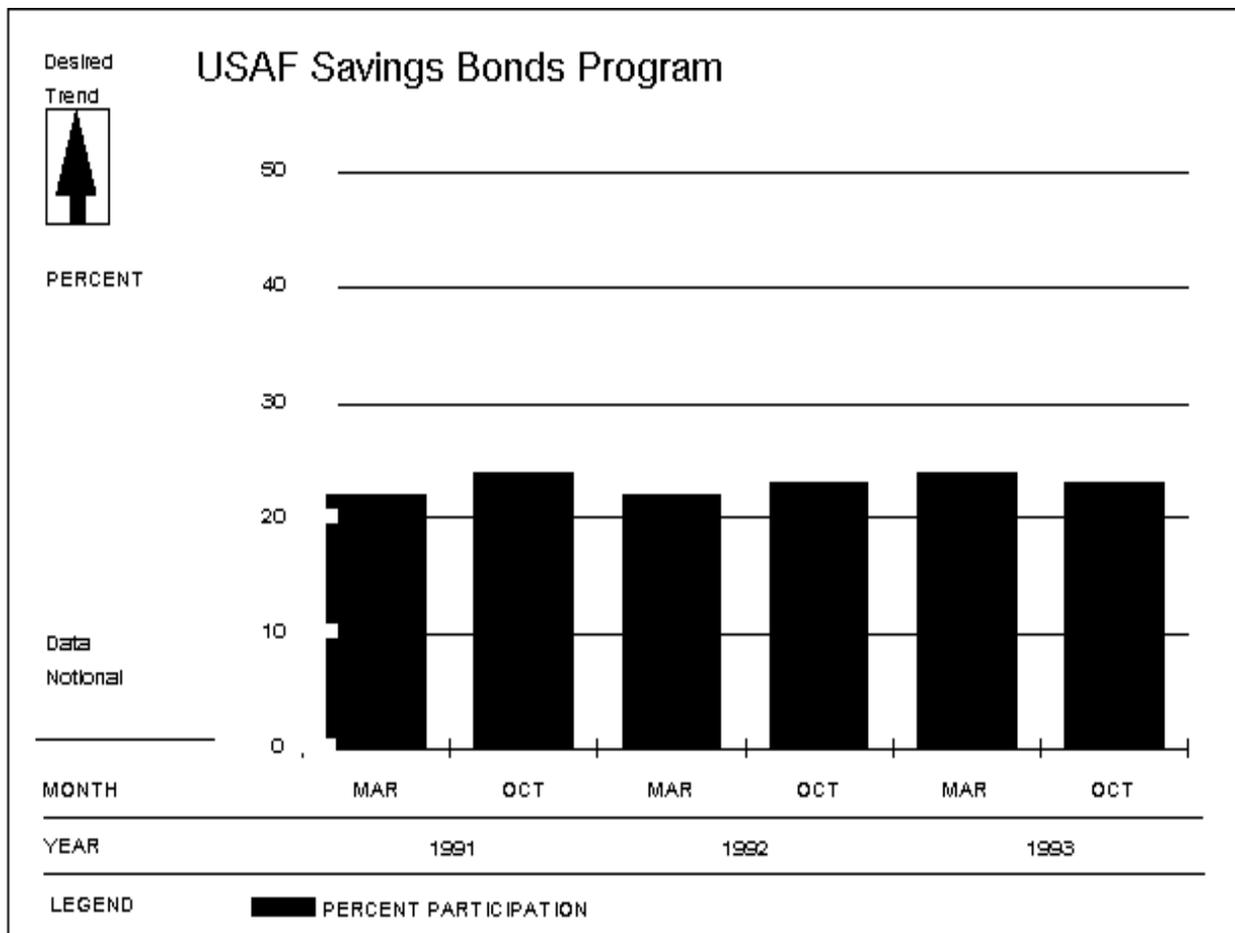


Figure A1.2. Sample Metric of Receiving Emergency Relief From Air Force Aid Society.

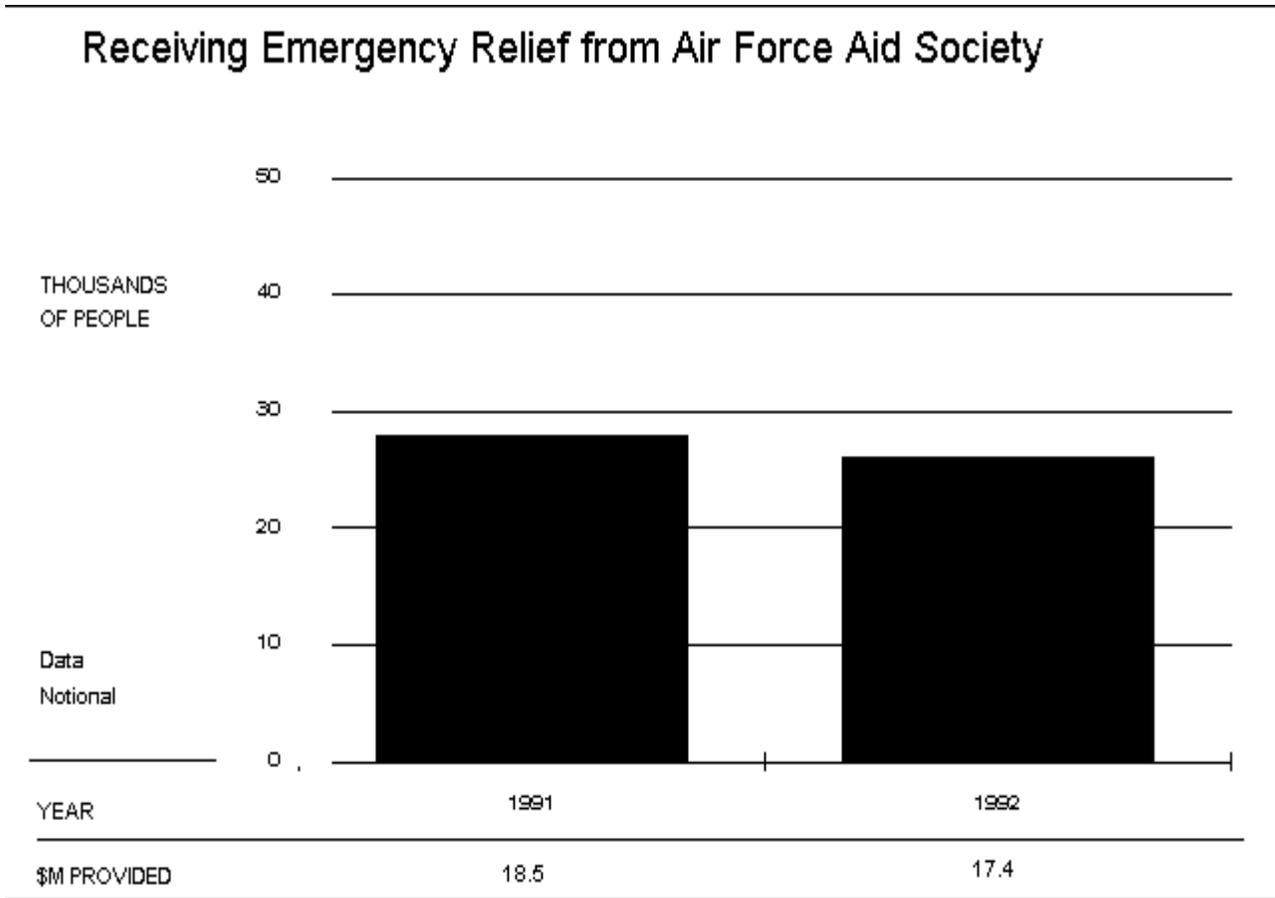
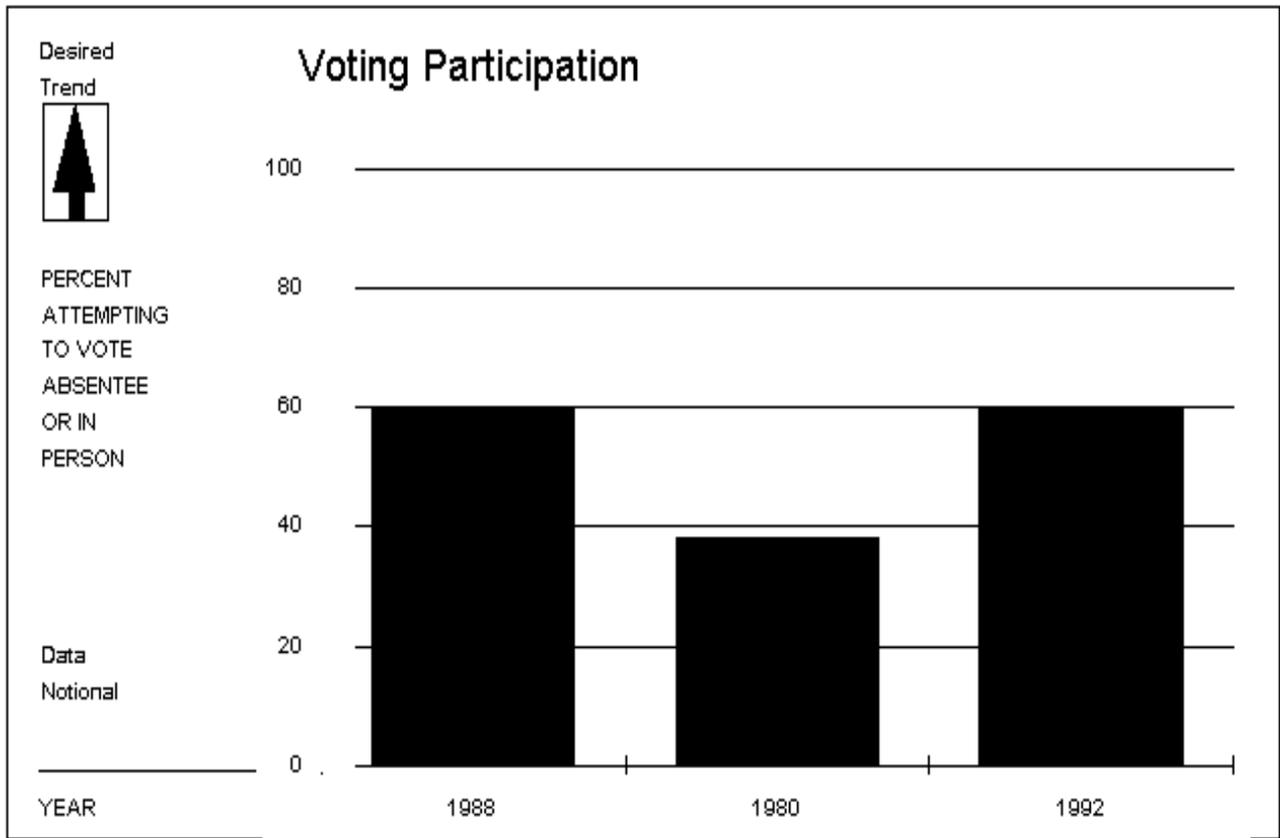


Figure A1.3. Sample Metric of Voting Participation



Attachment 2**GOVERNING DOCUMENTS AND INTERFACING REFERENCES***Implements of Title 10, United States Code:*

Executive Order 12404, *Charitable Fund-Raising*, February 10, 1983

DoD Directive 1000.4, *Federal Voting Assistance Program*, November 25, 1980

DoD Directive 1330.5 With Changes 1 through 4, *American National Red Cross*, August 16, 1969

DoD Directive 5035.1, *Fund-Raising Within the Department of Defense*, August 28, 1990

DoD Instruction 5035.5, *DoD Combined Federal Campaign-- Overseas Area*, August 17, 1990

DoD Directive 5035.6, *Purchase of United States Savings Bonds by DoD Personnel*, February 9, 1979

DoD Instruction 5210.25, *Assignment of American National Red Cross and United Service Organizations, Inc., Employees to Duty With the Military Services*, May 12, 1983

DoD Directive 7330.1 With Changes 1 and 2, *Voluntary Military Pay Allotments*, January 14, 1986

Interfaced AFIs:

AFI 36-3101, *Fund Raising Within the Air Force*, (Formerly AFR 11-32)

AFI 36-3102, *US Air Force Savings Bond Program*, (Formerly AFR 11-34)

AFI 36-3103, *Identification Tags*, (Formerly AFR 30-21)

AFI 36-3104, *Personal Affairs Assistance*, (Formerly AFR 211-3)

AFI 36-3105, *Red Cross*, (Formerly AFR 211-11)

AFI 36-3106, *Retired Personnel Matters*, (Formerly AFR 211-6, 211-7, 211-9, and 211-13)

AFI 36-3107, *Voting Assistance Program*, (Formerly AFR 211-19)

AFI 36-3108, *Memorialization Program and Associated Ceremonies*, (Formerly AFR 900-9)

AFI 36-3109, *Air Force Aid Society*, (Formerly AFR 211-1)

AFI 36-3110, *Marriage in the Overseas Command*, (Formerly AFRs 211-9 and 211-18)